



**GENERAL SERVICES ADMINISTRATION  
Federal Supply Service  
Authorized Federal Supply Schedule Price List**

*On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system.  
The INTERNET address for GSA Advantage! is: [GSAAdvantage.gov](http://GSAAdvantage.gov).*

## **FINANCIAL AND BUSINESS SOLUTIONS (FABS)**

**FSC Group 520  
Special Item Numbers (SINs) 520 - 5, 12, and 13**

**CONTRACT NUMBER: GS-23F-0048J**

*For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).*

**CONTRACT PERIOD:**

**February 25, 1999 to December 31, 2002 (Base Period)  
January 1, 2003 to December 31, 2007 (Option Period I)  
January 1, 2008 to December 31, 2012 (Option Period II)  
January 1, 2013 to December 31, 2017 (Option Period III)**



**CAPSTONE CORPORATION  
635 Slaters Lane, Suite 100  
Alexandria, VA 22314  
Phone: (703) 683-4220  
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[www.capstonecorp.com](http://www.capstonecorp.com)**

**Contract Administration: David R. Blaha, Director of Contracts  
Business Size Relative to FABS: Large Business**

## SECTION I – CUSTOMER INFORMATION

**1a. Table of awarded special item number(s) (SINs):**

<u>SINs</u>	<u>SIN Description</u>
520-5	Loan Servicing and Asset Management
520-12	Budgeting
520-13	Complementary Financial Services

See Sections II and III of this Price List for SIN Descriptions and SIN Pricing, respectively.

**1b. Identification of the lowest priced model:** For awarded pricing, see Section III.

**1c. Labor Category Descriptions:** Descriptions of all job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services are provided in Section IV of this Price List.

**2. Maximum order:** The maximum order under this schedule is \$1,000,000 for all Financial and Business Solutions. Ordering activities may seek a price reduction for orders placed over this amount.

**3. Minimum order:** The minimum dollar value of orders to be issued is \$300.00.

**4. Geographic coverage (delivery area):** The geographic scope of this contract is the 48 contiguous states and the District of Columbia.

**5. Point(s) of production:** Services will be performed at Capstone office locations, customer locations, and/or other locations, as specified in individual task orders.

**6. Discount from list prices or statement of net price:** Prices shown in Section III are net (discounts deducted).

**7. Quantity discounts:** None.

**8. Prompt payment terms:** 1 % - 20 days from receipt of invoice or date of acceptance, whichever is later.

**9a. Government purchase cards at or below the micro-purchase threshold:** Capstone will accept Government purchase cards at or below the micro-purchase threshold.

**9b. Government purchase cards above the micro-purchase threshold:** Capstone will accept Government purchase cards above the micro-purchase threshold.

**10. Foreign items:** None.

**11a. Time of delivery:** As negotiated between the ordering agency and Capstone Corporation for individual task orders.

**11b. Expedited Delivery:** Situation specific, based upon availability of qualified staff and accommodations. The ordering agency will be advised of and charged for any extraordinary expenses associated with expedited delivery of services, other direct costs, travel, or products. All items in the Price List are available for expedited delivery under the conditions noted above.

**11c. Overnight and 2-day delivery:** Overnight and 2-day delivery are available at ordering agency expense, if requested by the ordering agency. Ordering agencies may contact Capstone to obtain estimated rates for overnight and 2-day delivery.

**11d. Urgent Requirements:** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact Capstone for the purpose of obtaining accelerated delivery. Capstone shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by Capstone in writing.) If Capstone offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract. Ordering agencies are encouraged to contact Capstone's Director of Contracts to affect a faster delivery, if required.

**12. F.O.B. point(s):** Destination

**13a. Ordering address:**

Capstone Corporation  
635 Slaters Lane, Suite 100  
Alexandria, VA 22314  
Tel: (703) 683-4220  
Fax: (703) 683-4430

**13b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).

**14. Payment address:** Electronic payment information will be provided to ordering agencies, when applicable. Payments made by check should be mailed to:

Capstone Corporation  
635 Slaters Lane, Suite 100  
Alexandria, VA 22314

**15. Warranty provision:** Not applicable.

16. **Export packing charges:** Not applicable.
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** None.
18. **Terms and conditions of rental, maintenance, and repair:** Not applicable.
19. **Terms and conditions of installation:** Not applicable.
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:** Not applicable.
- 20a. **Terms and conditions for any other services (if applicable):** Not applicable.
21. **List of service and distribution points:** Services will be performed at Capstone office locations, customer locations, and/or other locations, as specified in individual task orders.
22. **List of participating dealers:** Not applicable.
23. **Preventive maintenance:** Not applicable.
- 24a. **Special attributes such as environmental attributes:** Not applicable.
- 24b. **Section 508 Compliance:** The professional services offered by Capstone are technical, managerial and advisory services which are not generally considered Electronic and Information Technology (EIT) and which are not provided by the government to employees or to the public. Section 508 compliance does not typically apply to the offered services. If these services are ordered in support of agency requirements relating to EIT applications, products and services provided to employees or to the public, then, Capstone will address Section 508 compliance requirements as set out in a Task Order or Statement of Work (SOW). The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).
25. **Data Universal Number System (DUNS) number:** 181764697
26. **Registration in Central Contractor Registration (CCR) database:** Capstone Corporation is registered in the CCR database, under CAGE Code 0CYN3.



## SECTION II – SIN DESCRIPTIONS

### 520-5 LOAN SERVICING AND ASSET MANAGEMENT

The Contractor shall provide loan servicing and asset management services needed to service, monitor, and maintain government held loans/assets; refinance government-held loans/assets; avert defaults; share and manage risk on serviced loans/assets; and/or service and monitor loans and other asset guarantees. This may include but is not limited to the following:

- Assist in assessment and improvement of current asset management processes related to cash management, inventory management, Government property, plant and equipment, adequacy of controls, policies, procedures, loan servicing practices, and review of opinions on financing and refinancing
- Verify and maintain borrower data
  - maintain data elements required to service loans
  - link all loan records and documents (e.g. letters and forms) to loans and borrower services
  - record all contacts with borrowers or borrower's representatives
  - verify data on the loan application
- Exchange data with an agency's central database and reconcile information
  - electronically exchange loan and other asset servicing/management data with an agency's central database
  - reconcile transactions and financial data elements
- Issue forms, disclosures, letters, and other materials
  - design standard correspondence
  - issue standardized forms, letters, and disclosures
  - maintain a correspondence tracking system
  - generate, store, and distribute loan materials such as deferment forms, coupon books, and income contingent waiver forms
- Cancel loans
  - reverse all financial entries on booked loans after notification that a loan is canceled and transmit the account adjustments
  - notify borrowers of loan cancellation and provide revised repayment schedule
  - confirm loan cancellation amounts and account adjustments through periodic reconciliation
- Convert loans to repayment status
  - identify loans entering the grace period through status changes
  - provide a repayment schedule to the borrower before the grace period ends
  - provide the borrower a billing statement based on the repayment schedule previously disclosed
  - update borrower's account and associated asset records with changes in status and implement required changes to loan servicing
  - notify borrower of changes in status
  - contact the borrower or otherwise facilitate the borrower's compliance with the loan repayment terms
  - provide borrowers with default prevention notices
  - provide a repayment schedule before deferment or forbearance ends
  - provide loan counseling upon request and respond to inquiries
  - provide alternative repayment plans
  - notify borrower to confirm repayment plan
- Calculate interest
  - calculate and post interest on borrower's accounts
  - provide amortization schedule to the borrower
- Assess and post fees and late charges
- Bill the borrower
  - send consolidated bills, coupon books, or billing statements to borrowers
  - notify borrowers of upcoming changes in interest rates and repayment schedule changes
  - provide information regarding advance payment options

- regenerate billing statements
- incorporate rules into the billing and collection system
- Process borrower remittances
  - post agency data regarding payments
  - deliver payments to a specified loan lockbox
  - apply payment fees, collection costs, interest, and principal
- Process borrower requests for remittances via pre-authorized debit
- Determine income contingent repayment (ICR)
  - send borrower required forms regarding ICR
  - image and review any waiver form returned by a borrower
  - receive IRS approval to send a transaction file to the ordering agency's central database containing a request to obtain income tax data from the IRS
  - obtain, update, or accept necessary information from the IRS
  - recalculate the ICR payment
  - provide counseling information regarding repayment options
  - calculate joint repayment under the ICR plan
- Prepare annual statements
  - prepare and send an annual statement to borrowers and endorsers
  - respond inquiries
  - regenerate annual statements
- Reconvert loans
  - reconvert borrower loans from repayment into a payment-not-due status
  - reverse any late charges and interest and correct reports sent to an agency's central database and credit bureaus
  - obtain required information and cease collection activities
- Loan consolidation and transfer
  - provide requested information and explain loan consolidation options
  - send records, data, and documents pertaining to any accounts transferred to a new location
  - maintain borrower loan records
  - provide a notice to the borrower of the transfer action
- Transfer defaulted loans
  - submit a transaction to the agency notifying it that the loan is in default
  - provide a notice of transfer to the borrower
- Accept and service loans from another servicer or DCS
  - link loans received to the same borrower
  - notify borrowers of the transfer
  - confirm the receipt of loan documents
- Perform skip tracing and transmit information to an agency's central database
- Report to credit bureaus
- Provide customer service
- Reconcile with an agency's central database
- Refinance Government-held loans
  - assess feasibility of refinancing
  - assess methods for lowering transaction costs
  - recommend procedures to facilitate refinancing
  - perform subsidy layering reviews
  - restructure agency-held or insured project loans
- Enforce creditor's rights under the loan
  - notify the ordering agency if any mortgaged property is out of repair or has deteriorated
  - review and report the status of required reserves or escrow accounts
  - review loan covenants and enforce them or refer them to the Government agency
- Protect loan collateral
  - pay all taxes, insurance premiums, and other required escrow expenses

- assure all buildings and improvements securing mortgage loans are insured
- enforce the rights of the agency under any mortgage that is in default
- notify the agency of any false representation of warranty made in obtaining a loan
- Share and manage credit risk
- Workout or restructure troubled loans

#### **520-12 BUDGETING**

The Contractor shall provide budgeting services. This may include but is not limited to the following:

- Assess and improve the budget formulation process
- Assess and improve the budget execution process
- Conduct special reviews of budget formulation or execution issues
- Review budgetary controls
- Assist with implementation of corrective actions

#### **520-13 COMPLEMENTARY FINANCIAL MANAGEMENT SERVICES**

The Contractor shall provide complementary financial management services. This may include but is not limited to the following:

- Assess and improve financial management systems
- Conduct A-127 system compliance reviews
- Assist with implementation of corrective actions
- Document systems
- Identify systems requirements
- Plan and develop systems
- Assist in meeting agency financial management system requirements
- Assess and improve financial reporting and analysis
- Develop new reporting formats and pro-forma financial reports
- Assist in improving and streamlining reporting and analysis processes
- Perform cost-benefit or other special financial analyses
- Assist with the requirements of the Government Performance & Results Act
- Assist with devising and implementing performance measures and related processes and systems
- Assist with strategic and operational financial planning
- Resolve audit recommendations
- Assist in managerial cost accounting
- Assist in financial policy formulation and development
- Perform economic and regulatory analyses
  - Develop methods for analyzing costs, benefits and impacts of regulations and policies
  - Collect data and prepare Information Collection Requests for approval by OMB
  - Conduct exposure and risk analyses
  - Develop, modify or apply risk characterization models to analyze and evaluate policies, programs and regulations
- Perform actuarial services and/or actuarial data analysis services
  - Collection, analysis, editing, calibration and data entry of Employee Benefit Plan information
  - Conduct updates of a full actuarial valuation pension plan database, program major upgrades or significant new modeling capabilities
  - Perform quantitative analysis of covered pension plans to identify plans that are potentially noncompliant or underfunded
- Assist with quality assurance efforts

**SIN 520-5 LOAN SERVICING AND ASSET MANAGEMENT**

LABOR CATEGORY	DOO - 12/31/08		11/09 - 12/31/09		11/10 - 12/31/10		11/11 - 12/31/11		11/12 - 12/31/12	
	Capstone Site	Government Site	Capstone Site	Government Site	Capstone Site	Government Site	Capstone Site	Government Site	Capstone Site	Government Site
Program Manager	\$112.27	\$80.34	\$115.64	\$82.75	\$119.11	\$85.23	\$122.68	\$87.79	\$126.36	\$90.42
Project Manager	\$78.28	\$55.62	\$80.63	\$57.29	\$83.05	\$59.01	\$85.54	\$60.78	\$88.10	\$62.60
Project Task Leader	\$66.95	\$47.38	\$68.96	\$48.80	\$71.03	\$50.27	\$73.16	\$51.77	\$75.35	\$53.33
Principal Financial Analyst	\$90.64	\$63.86	\$93.36	\$65.78	\$96.16	\$67.75	\$99.04	\$69.78	\$102.02	\$71.87
Sr. Financial Analyst	\$78.28	\$55.62	\$80.63	\$57.29	\$83.05	\$59.01	\$85.54	\$60.78	\$88.10	\$62.60
Financial Analyst	\$65.92	\$46.35	\$67.90	\$47.74	\$69.93	\$49.17	\$72.03	\$50.65	\$74.19	\$52.17
Assoc. Financial Analyst	\$53.56	\$38.11	\$55.17	\$39.25	\$56.82	\$40.43	\$58.53	\$41.64	\$60.28	\$42.89
Program Management Analyst	\$76.22	\$54.59	\$78.51	\$56.23	\$80.86	\$57.91	\$83.29	\$59.65	\$85.79	\$61.44
Management Analyst	\$55.62	\$39.14	\$57.29	\$40.31	\$59.01	\$41.52	\$60.78	\$42.77	\$62.60	\$44.05
Assoc. Management Analyst	\$41.20	\$29.87	\$42.44	\$30.77	\$43.71	\$31.69	\$45.02	\$32.64	\$46.37	\$33.62
Principal Logistics Analyst	\$79.31	\$56.65	\$81.69	\$58.35	\$84.14	\$60.10	\$86.66	\$61.90	\$89.26	\$63.76
Sr. Logistics Analyst	\$43.26	\$52.53	\$44.56	\$54.11	\$45.89	\$55.73	\$47.27	\$57.40	\$48.69	\$59.12
Logistics Analyst	\$53.56	\$38.11	\$55.17	\$39.25	\$56.82	\$40.43	\$58.53	\$41.64	\$60.28	\$42.89
Assoc. Logistics Analyst	\$43.26	\$30.90	\$44.56	\$31.83	\$45.89	\$32.78	\$47.27	\$33.77	\$48.69	\$34.78
Subject Matter Expert	\$112.27	\$80.34	\$115.64	\$82.75	\$119.11	\$85.23	\$122.68	\$87.79	\$126.36	\$90.42
Technical Writer	\$49.44	\$35.02	\$50.92	\$36.07	\$52.45	\$37.15	\$54.02	\$38.27	\$55.65	\$39.42
Technical Writer/Editor	\$70.04	\$50.47	\$72.14	\$51.98	\$74.31	\$53.54	\$76.53	\$55.15	\$78.83	\$56.80
Documentation Specialist	\$53.56	\$38.11	\$55.17	\$39.25	\$56.82	\$40.43	\$58.53	\$41.64	\$60.28	\$42.89
Sr. Graphic Artist	\$63.86	\$46.35	\$65.78	\$47.74	\$67.75	\$49.17	\$69.78	\$50.65	\$71.87	\$52.17
Graphic Artist	\$54.59	\$39.14	\$56.23	\$40.31	\$57.91	\$41.52	\$59.65	\$42.77	\$61.44	\$44.05



PRICING ATTACHMENT  
Capstone Corporation  
GS-23F-0048J

SIN 520-12 BUDGETING

LABOR CATEGORY	DOO - 12/31/08		11/1/09 - 12/31/09		11/1/10 - 12/31/10		11/1/11 - 12/31/11		11/1/12 - 12/31/12	
	Capstone	Government Site	Capstone	Government Site	Capstone	Government Site	Capstone	Government Site	Capstone	Government Site
Program Manager	\$112.27	\$80.34	\$115.64	\$82.75	\$119.11	\$85.23	\$122.68	\$87.79	\$126.36	\$90.42
Project Manager	\$78.28	\$55.62	\$80.63	\$57.29	\$83.05	\$59.01	\$85.54	\$60.78	\$88.10	\$62.60
Project Task Leader	\$66.95	\$47.38	\$68.96	\$48.80	\$71.03	\$50.27	\$73.16	\$51.77	\$75.35	\$53.33
Principal Financial Analyst	\$90.64	\$63.86	\$93.36	\$65.78	\$96.16	\$67.75	\$99.04	\$69.78	\$102.02	\$71.87
Sr. Financial Analyst	\$78.28	\$55.62	\$80.63	\$57.29	\$83.05	\$59.01	\$85.54	\$60.78	\$88.10	\$62.60
Financial Analyst	\$65.92	\$46.35	\$67.90	\$47.74	\$69.93	\$49.17	\$72.03	\$50.65	\$74.19	\$52.17
Assoc. Financial Analyst	\$53.56	\$38.11	\$55.17	\$39.25	\$56.82	\$40.43	\$58.53	\$41.64	\$60.28	\$42.89
Subject Matter Expert	\$112.27	\$80.34	\$115.64	\$82.75	\$119.11	\$85.23	\$122.68	\$87.79	\$126.36	\$90.42
Technical Writer	\$49.44	\$35.02	\$50.92	\$36.07	\$52.45	\$37.15	\$54.02	\$38.27	\$55.65	\$39.42
Technical Writer/Editor	\$70.04	\$50.47	\$72.14	\$51.98	\$74.31	\$53.54	\$76.53	\$55.15	\$78.83	\$56.80
Documentation Specialist	\$53.56	\$38.11	\$55.17	\$39.25	\$56.82	\$40.43	\$58.53	\$41.64	\$60.28	\$42.89
Sr. Graphic Artist	\$63.86	\$46.35	\$65.78	\$47.74	\$67.75	\$49.17	\$69.78	\$50.65	\$71.87	\$52.17
Graphic Artist	\$54.59	\$39.14	\$56.23	\$40.31	\$57.91	\$41.52	\$59.65	\$42.77	\$61.44	\$44.05
Principal Budget Analyst	\$79.31	\$56.65	\$81.69	\$58.35	\$84.14	\$60.10	\$86.66	\$61.90	\$89.26	\$63.76
Sr Budget Analyst	\$74.16	\$52.53	\$76.38	\$54.11	\$78.68	\$55.73	\$81.04	\$57.40	\$83.47	\$59.12
Budget Analyst	\$53.56	\$38.11	\$55.17	\$39.25	\$56.82	\$40.43	\$58.53	\$41.64	\$60.28	\$42.89
Assoc. Budget Analyst	\$43.26	\$30.90	\$44.56	\$31.83	\$45.89	\$32.78	\$47.27	\$33.77	\$48.69	\$34.78

SIN 520-13 COMPLEMENTARY FINANCIAL MANAGEMENT SERVICES

LABOR CATEGORY	DOO - 12/31/08		11/1/09 - 12/31/09		11/1/10 - 12/31/10		11/1/11 - 12/31/11		11/1/12 - 12/31/12	
	Capstone	Government Site	Capstone	Government Site	Capstone	Government Site	Capstone	Government Site	Capstone	Government Site
Program Manager	\$112.27	\$80.34	\$115.64	\$82.75	\$119.11	\$85.23	\$122.68	\$87.79	\$126.36	\$90.42
Project Manager	\$78.28	\$55.62	\$80.63	\$57.29	\$83.05	\$59.01	\$85.54	\$60.78	\$88.10	\$62.60
Project Task Leader	\$66.95	\$47.38	\$68.96	\$48.80	\$71.03	\$50.27	\$73.16	\$51.77	\$75.35	\$53.33
Principal Financial Analyst	\$90.64	\$63.86	\$93.36	\$65.78	\$96.16	\$67.75	\$99.04	\$69.78	\$102.02	\$71.87
Sr. Financial Analyst	\$78.28	\$55.62	\$80.63	\$57.29	\$83.05	\$59.01	\$85.54	\$60.78	\$88.10	\$62.60
Financial Analyst	\$65.92	\$46.35	\$67.90	\$47.74	\$69.93	\$49.17	\$72.03	\$50.65	\$74.19	\$52.17
Assoc. Financial Analyst	\$53.56	\$38.11	\$55.17	\$39.25	\$56.82	\$40.43	\$58.53	\$41.64	\$60.28	\$42.89
Subject Matter Expert	\$112.27	\$80.34	\$115.64	\$82.75	\$119.11	\$85.23	\$122.68	\$87.79	\$126.36	\$90.42
Technical Writer	\$49.44	\$35.02	\$50.92	\$36.07	\$52.45	\$37.15	\$54.02	\$38.27	\$55.65	\$39.42
Technical Writer/Editor	\$70.04	\$50.47	\$72.14	\$51.98	\$74.31	\$53.54	\$76.53	\$55.15	\$78.83	\$56.80
Documentation Specialist	\$53.56	\$38.11	\$55.17	\$39.25	\$56.82	\$40.43	\$58.53	\$41.64	\$60.28	\$42.89
Sr. Graphic Artist	\$63.86	\$46.35	\$65.78	\$47.74	\$67.75	\$49.17	\$69.78	\$50.65	\$71.87	\$52.17
Graphic Artist	\$54.59	\$39.14	\$56.23	\$40.31	\$57.91	\$41.52	\$59.65	\$42.77	\$61.44	\$44.05

## SECTION IV – LABOR CATEGORY DESCRIPTIONS

Labor Category Description: **Program Manager**

Minimum/General Experience: Nine (9) or more years of experience in the management and direction of large or complex, multi-task projects. Experience includes financial management, staffing, and contract compliance.

Functional Responsibility: Responsible for ensuring that project plans are developed, implemented and updated monthly and as required. Determine costs for labor and materials needed to complete the contract in accordance with regulatory, contractual, client and corporate requirements.

Minimum Education: Bachelor's Degree or equivalent

Order No: FABS01-GS, FABS01-CS

Labor Category Description: **Project Manager**

Minimum/General Experience: Five (5) or more years of experience in a specific industry which allowed for the overall management of complex projects. Experience includes financial management, staffing, contract compliance, deliverables and client relations.

Functional Responsibility: Develops a project management plan for each contract which identifies project staff, staffing hours, tasks outlines, contract deliverables and due dates.

Minimum Education: Bachelor's degree or equivalent

Order No: FABS02-GS, FABS02-CS

Labor Category Description: **Project Task Leader**

Minimum/General Experience: Up to five (5) years of experience in the management of component tasks of large projects. Experience in a specific technical discipline

Functional Responsibility: Assists Project and Program Managers in the management and direction of large project by assuming responsibility for successful completion of a component task. Responsibilities include tracking progress, developing management reports, providing team technical guidance and client and staffing interaction.

Minimum Education: Bachelor's degree or equivalent experience

Order No: FABS03-GS, FABS03-CS

Labor Category Description: **Principal Financial Analyst**

Minimum/General Experience: Six (6) to thirteen (13) years of experience using standard and non-standard financial analysis, design and evaluation methods to perform complex financial and management support tasks.

Functional Responsibility:	Works independently of direct supervision. Develops and implements financial control systems and strategies to monitor and forecast financial information. May provide direction or supervision to other professionals.
Minimum Education:	Bachelor's degree or equivalent. MBA or degree or certification in accounting preferred.
Order No:	FABS04-GS, FABS04-CS
Labor Category Description:	<b>Sr. Financial Analyst</b>
Minimum/General Experience:	Four (4) to nine (9) years of experience using standard and non-standard financial analysis, design and evaluation methods to perform complex financial and management support tasks.
Functional Responsibility:	Works under limited supervision to develop, implement and monitor financial control systems. Organizes financial information for client and management review. May supervise a team or one or more professionals.
Minimum Education:	Bachelor's Degree or equivalent
Order No:	FABS05-GS, FABS05-CS
Labor Category Description:	<b>Financial Analyst</b>
Minimum/General Experience:	Three (3) to seven (7) years of experience using standard and non-standard financial analysis methods to perform financial and management support tasks.
Functional Responsibility:	Works under general supervision to develop, implement and monitor financial control systems. Organizes financial information for client and management review. May supervise one or more professionals.
Minimum Education:	Bachelor's degree or equivalent
Order No:	FABS06-GS, FABS06-CS
Labor Category Description:	<b>Associate Financial Analyst</b>
Minimum/General Experience:	Up to Five (5) Years of experience
Functional Responsibility:	Works under close supervision and provides assistance in implementing and operating financial control and accounting systems. Assists in organizing information into reports for client and management review.
Minimum Education:	A. A. degree or equivalent
Order No:	FABS07-GS, FABS07-CS
Labor Category Description:	<b>Program Management Analyst</b>
Minimum/General Experience:	Four (4) to seven (7) years experience in implementing, updating and maintaining financial spreadsheets, databases and reports in support of the management and operation of large, organization based programs and projects. Individual must have understanding of accounting, management and contract principles. May supervise one or more individuals.

Functional Responsibility: Works under specific supervision, will perform program analysis and control functions. Individual will create, manage and maintain project information related to contractual requirements and cost constraints.

Minimum Education: Bachelor's degree or equivalent and 3 years of experience  
Order No: FABS08-GS, FABS08-CS

Labor Category Description: **Management Analyst**

Minimum/General Experience: Two (2) to seven (7) years experience in implementing, updating and maintaining financial spreadsheets, databases and reports in support of the management and operation of large, organization based programs and projects. Individual must have rudimentary understanding of accounting, management and contract principles.

Functional Responsibility: Works under general supervision in performing analysis and control functions. Creates, organizes and manages program and project information for client review and decision support. May supervise one or more individuals.

Minimum Education: Bachelor's Degree or equivalent  
Order No: FABS09-GS, FABS09-CS

Labor Category Description: **Associate Management Analyst**

Minimum/General Experience: Up to four (4) years of experience in supporting management operations through the development and creation of reports, tracking information and direct assistance to a Management Analyst, Program Management Analyst or Program Manager.

Functional Responsibility: Works under close supervision in performing analysis and control functions. Assists in the creation, organization and management of program and project information.

Minimum Education: A.A. Degree or equivalent  
Order No: FABS10-GS, FABS10-CS

Labor Category Description: **Principal Logistics Analyst**

Minimum/General Experience: Over Ten (10) years of related experience performing logistic support functions. Must be familiar with the principles of purchasing, handling, control and transportation of material and other property.

Functional Responsibility: Works independently. Performs tasks in support of logistics projects. Develops, upgrades and improves systems for tracking and reporting material, material handling procedures and scheduling. Directs and supervises other Logistics Analysts or logisticians.

Minimum Education: Bachelor's degree or equivalent.  
Order No: FABS11-GS, FABS11-CS

Labor Category Description:	<b>Sr. Logistics Analyst</b>
Minimum/General Experience:	Four (4) to twelve (12) years of related experience performing logistic support functions. Must be familiar with the principles of purchasing, handling, control and transportation of material and other property.
Functional Responsibility:	Works under limited supervision. Performs tasks in support of logistics projects. Develops, upgrades and improves systems for tracking and reporting material, material handling procedures and scheduling. May supervise other Logistics Analysts or Logisticians.
Minimum Education:	B.S. degree or equivalent.
Order No:	FABS12-GS, FABS12-CS
Labor Category Description:	<b>Logistics Analyst</b>
Minimum/General Experience:	Three (3) to six (6) years performing logistic support functions. Must be familiar with the principles of purchasing, handling, control and transportation of material and other property
Functional Responsibility:	Works under general supervision. Performs tasks in support of logistics projects. Develops, upgrades and improves systems for tracking and reporting material, material handling procedures and scheduling.
Minimum Education:	A. A. Degree or equivalent
Order No:	FABS13-GS, FABS13-CS
Labor Category Description:	<b>Associate Logistics Analyst</b>
Minimum/General Experience:	Up to five (5) years of related experience assisting in planning, coordinating and implementing procedures necessary to support a logistics operation.
Functional Responsibility:	Works under direct supervision. Assists in the accurate preparation and maintenance of records and data in support of logistics projects.
Minimum Education:	A. A. Degree or equivalent
Order No:	FABS14-GS, FABS14-CS
Labor Category Description:	<b>Subject Matter Expert</b>
Minimum/General Experience:	Ten (10) years of specialized technical experience in a functional area of expertise.
Functional Responsibility:	Provides expert consultation and support to a functional technical area of a project. Develops solutions to complex projects. Works closely with project team, particularly senior and management staff, to identify the best solutions to various development, maintenance and implementation problems.
Minimum Education:	Advanced degree in relevant area or Bachelor's Degree or equivalent and 20 years of relevant experience
Order No:	FABS15-GS, FABS15-CS



Labor Category Description: **Technical Writer**

Minimum/General Experience: Three (3) to six (6) years of technical experience in the preparation of original text based on technical data, review of graphic design, and organization of text and graphic elements.

Functional Responsibility: Writes, rewrites, and edits technical materials, including operations and maintenance of manuals and technical publications.

Minimum Education: Bachelor's degree in technical field and 2-4 years related experience.

Order No: FABS50-GS, FABS50-CS

Labor Category Description: **Technical Writer/Editor**

Minimum/General Experience: Seven (7) or more years of technical experience in the coordination of efforts of technical writers, artists and illustrators in preparing reports, articles, and books for internal and external distribution

Functional Responsibility: Writes analytical, interpretive, documentary, and promotional copy. Writes/rewrites and edits technical materials. Works under management supervision to organize text, graphic elements, and mechanical layout of camera-ready copy.

Minimum Education: Bachelor's degree in a technical field and 3-5 years related experience.

Order No: FABS51-GS, FABS51-CS

Labor Category Description: **Documentation Specialist**

Minimum/General Experience: Five (5) or more years of experience in writing of technical materials, preparation of mechanical layout of camera-ready copy, and review of graphic design.

Functional Responsibility: Writes/rewrites and edits technical materials. Coordinates efforts of technical artists and illustrators in preparing reports, articles, and books for internal and external distribution.

Minimum Education: Bachelor's degree in technical field and 1-2 years related experience

Order No: FABS52-GS, FABS52-CS

Labor Category Description: **Sr. Graphic Artist**

Minimum/General Experience: Six (6) or more years experience in graphic conceptual design, PC graphics program utilization, and organizational skills and expertise in various Multimedia applications.

Functional Responsibility: Works independently on, or supervises management of, design projects. Performs creative design layout and electronic prepress for a variety of design projects. Assists in the design of pages on the World Wide Web (WWW).

Minimum Education: AA or specialized training and 3 or more years of experience.

Order No: FABS53-GS, FABS53-CS

Labor Category Description: **Graphic Artist**  
Minimum/General Experience: Three (3) or more years experience in using various graphic software packages such as PageMaker, CorelDraw, and Freehand.  
Functional Responsibility: Assists in the implementation of designs in graphic programs/software, troubleshoot graphic system problems, assists and provides quality control on electronic pre-press issues, and assists in the management of the graphics system and file organization.  
Minimum Education: AA or specialized training and 1-2 years experience  
Order No: FABS54-GS, FABS54-CS

Labor Category Description: **Principal Budget Analyst**  
Minimum/General Experience: Six (6) to thirteen (13) years of experience in cost analysis, budget formulation, tracking, analysis and reporting related to complex financial and management support tasks.  
Functional Responsibility: Works independently of direct supervision. Develops and implements budget control systems and strategies to monitor and forecast financial information. May provide direction or supervision to other professionals.  
Minimum Education: Bachelor's degree or equivalent. MBA or degree or certification in accounting or business discipline.  
Order No: FABS58-GS, FABS58-CS

Labor Category Description: **Sr. Budget Analyst**  
Minimum/General Experience: Four (4) to nine(9) years of experience in cost analysis, budget formulation, tracking, analysis and reporting related to complex financial and management support tasks.  
Functional Responsibility: Works under limited supervision to develop, implement and monitor budget control systems. Organizes financial information for client and management review. May supervise a team or one or more professionals.  
Minimum Education: Bachelor's Degree or equivalent  
Order No: FABS59-GS, FABS59-CS

Labor Category Description: **Budget Analyst**  
Minimum/General Experience: Three (3) to seven (7) years of experience in cost analysis, budget formulation, tracking, analysis and reporting related to complex financial and management support tasks.  
Functional Responsibility: Works under general supervision to develop, implement and monitor budget control systems. Organizes financial information for client and management review. May supervise one or more professionals.  
Minimum Education: Bachelor's degree or equivalent  
Order No: FABS60-GS, FABS60-CS

Labor Category Description: **Associate Budget Analyst**  
Minimum/General Experience: Up to Five (5) Years of experience  
Functional Responsibility: Works under close supervision and provides assistance in implementing and operating budget control and accounting systems. Assists in organizing information into reports for client and management review.  
Minimum Education: A. A. degree or equivalent  
Order No: FABS61-GS, FABS61-CS